DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES

EMPLOYMENT OPPORTUNITY

POSITION:	**Case Assistant** **Dakota Ojibway Health Services (DOHS) – Jordan's Principle**
ADVERTISEMENT #:	**2526-01**
LOCATION:	**Dakota Ojibway Health Services** **Headingley, Manitoba**
SALARY:	**Based on education and experience**
INTERVIEWS:	**March 30,2026 – Tentatively**
CLOSING DATE:	**March 25, 2026 @ 3:00pm**

CASE ASSISTANT – JORDAN'S PRINCIPLE OFF-RESERVE

Under the supervision of the Jordan's Principle Supervisor, the Case Assistant will be responsible for assisting and supporting Case Managers in all activities pertaining to administration of Jordan's Principle.

KEY RESPONSIBILITIES:

- Provide critical support to Case Managers in the coordination and facilitation of services
- Develop timely and accurate files, statements and reports
- Accompany Case Managers on home visits when necessary
- Understand the importance of working with First Nations protocols in order to make children and families comfortable with their interaction with the health care system
- Support the facilitation of relationships with family physicians, specialists, and Community Health Programs staff to ensure continuity of follow-up care for clients
- Build strong relationships and partnerships with front line health care and childcare workers
- Collaborate with DOHS and community health programs staff to ensure the security, confidentiality, accuracy and integrity of individual client records.
- Assist with land based cultural activities with youth

QUALIFICATIONS: (including, but not limited to)

- Grade 12, Post – Secondary preferred or combination of related work experience and/or training
- Minimum two (2) years' experience working in field of health, social or education sectors
- Knowledge of Jordan's Principle purpose, programs and services
- Knowledge of First Nations health and wellness system needs is an asset
- Knowledge of relevant legislation such as CFS Act, Vulnerable Persons Legislation is an asset
- Knowledge and familiarity of programs and resources available to First Nations family that would offer practical and timely solutions
- Good organizational, time management and prioritizing skills
- Proficient computer skills (Word, Excel, PowerPoint)
- Ability to work independently and as a member of a multi service team
- Excellent verbal and written communication skills are essential

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Travel extensively throughout region
- Access to a reliable vehicle
- Current Criminal Records/Vulnerable and Child Abuse Registry Checks

We thank all who apply and advise that only those selected for an interview will be contacted.

Interested applicants are invited to forward a resume and cover letter, including two (2) references to:

Attn: Human Resource Coordinator
Ph: (204) 988-5370 Fax: (204) 947-5179
Email: theresam@dohs.ca

****Please indicate the Advertisement Number and Position Title in the subject line and/or body of your email****

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR FURTHER PROCESS OF APPLICANT CONSIDERATION.